

**505-2-.20 SUBSTITUTE TEACHING**

**(1) Definitions.**

- (a) Substitute teacher – an individual employed to serve in the absence of the regularly employed teacher. The term substitute teacher also applies to a person temporarily employed to teach a class that does not have a regular teacher.
- (b) Substitute teacher list – a list of individuals approved by the local unit of administration (LUA) or its designee to serve as substitute teachers.

**(2) Requirements.**

- (a) Each LUA shall maintain and employ from a substitute teacher list.
- (b) Priority shall be given to individuals with the highest qualifications. The qualifications are ranked as follows:
  - 1. Possession of one of the following:
    - (i) A valid or expired Induction teaching certificate;
    - (ii) A valid or expired renewable professional teaching certificate; or
    - (iii) A valid Georgia Retired Educator certificate.
  - 2. Completion of a bachelor's degree or higher from a GaPSC-accepted accredited institution.
  - 3. Completion of at least one (1) or more years of postsecondary training beyond a high school diploma ranked in order of number of years completed.
  - 4. Possession of a high school diploma.
  - 5. Possession of a GED certificate.
- (c) A substitute teacher having qualifications lower on the priority list may be employed if that person has performed effectively on previous occasions and/or has the appropriate in-field experience.
- (d) As a minimum, each substitute teacher shall hold a high school diploma or GED equivalent and have participated in at least four (4) hours of initial substitute teacher training provided by the employing Georgia LUA. Those individuals who possess a valid or expired Georgia professional teaching certificate or Paraprofessional certificate are exempt from the training requirement.
- (e) Any classroom teacher absence or vacancy that lasts forty-six (46) or more consecutive days in a school year shall be filled with a certified in-field teacher, except in situations where longer periods of time are required by state or federal law.
- (f) Substitute teachers who hold only a high school diploma or GED certificate shall not work in any one classroom more than ten (10) consecutive days.
- (g) School leadership personnel shall ensure that instructional leadership and classroom management are maintained by the substitute teacher to assure minimal interruption of student progress.